Upper Intermediate Level Technical Communication

Instructor: Christina Luster	**Office:**
Phone:	**Class Time:** M, Tu, Th, F from 1:00-3:00 PM
E-mail:	**Class Location :**
Office Hours:	

Required Materials:

Book Title	Author(s)	Publisher	ISBN
Technical English: Vocabulary and Grammar	Nick Brieger Alison Pohl	Cengage Learning	978-1-902741-76-5
Writing for Computer Science, 2nd ed.	Justin Zobel	Spinger	1-85233-802-4

***Additional support material for the class will also come from Technical Writing and Professional Communication, 2nd ed., by Leslie A. Olsen and Thomas N. Huckin, McCraw Hill, 0-07-047823-6, pending copyright permission from the publisher.

Upper Level Course Description: Technical Writing in English is designed to address the needs on non-native English students who are interested in technical communication in its written and oral form. This course introduces the vocabulary, conventions, forms of documents, and practices of technical communication. Emphasis will be on communication styles as they vary from field to field. Grammar and pronunciation support is also provided as needed. In this class you will create a portfolio (including a resume, project proposal, memos, analysis of reports, conference poster, and a DVD of presentations) that demonstrates your knowledge of the standards of technical writing.

Technical Writing Course Objectives and SLOs

Course Objectives	Student Learning Outcomes
To teach technical communication as it applies to writing and reading o Introduction and development the conventions and norms and formats of different technical writing genres o Practice summarizing, synthesizing, and paraphrasing authentic articles and sources in written form o Introduction to appropriate citation format for technical writing o Introduction to writing technical research and incorporating appropriate reliable sources o Introduction to peer reviews and workshops for effective feedback o Practice creating technical and professional documents o Introduce relevant technical vocabulary o Familiarize grammar forms most often used in technical writing o Review of all tenses. Review grammar mechanics and style points as needed, including, but not limited to subject-verb agreement, passive voice, parallelism, comma splices, sentence fragments, prepositional phrases, and avoiding sexism.	**Learn technical communication as it applies to writing and reading** o Demonstrate an understanding of the conventions and norms of different technical writing genres o Can summarize, synthesize, and paraphrase authentic articles and sources in written form o Can use appropriate citation format for technical writing o Can write a short report incorporating appropriate reliable sources o Can edit writing for mechanical and structural errors o Can create technical and professional documents o Use relevant technical vocabulary in writing o Demonstrate knowledge of grammatical forms used in technical writing o Demonstrate an ability to use grammar mechanics and stylize writing. Students should be able to demonstrate proficiency in grammatical areas including, but not limited to subject-verb agreement, passive voice, parallelism, comma splices, sentence fragments, prepositional phrases, and avoiding sexism.
To teach technical communication as it applies to design o Model the presentation of data and information o Provide instruction on computer programs used to create technical designs	**Learn to use technical communication for design** o Can create effective charts and graphs to model information o Can create clear legends and descriptions for charts and graphs
To Teach technical communication as it applies to oral communication o Practice summarizing, synthesizing, and paraphrasing authentic articles and sources in oral form o Practice responding to technical writing in oral form o Practice presentational skills necessary for technical projects o Practice level appropriate vocabulary on selected technical topics o Can produce consonant and vowel sounds, and can manage suprasegmentals for relevant technical terms	**Learn to use technical communication for oral communication** o Can summarize, synthesize, and paraphrase authentic technical writing articles and sources in oral form o Can respond to and discuss technical writing o Can present and report on technical projects o Can use level appropriate vocabulary on selected technical topics for in class discussion and presentations o Demonstrates ability to converse about technical topics using accurate pronunciation

Upper Intermediate Level Grades and Grading Scale

Assignment Category	Percentage of total grade	Assignment	Week	Grading Scale for Assignments					
				Total points	A	B	C	D	F
Job Packet	15%	Resume	1	20	19	16	14	13	11.8
		Letter of Application	2	20	19	16	14	13	11.8
Graphic Aid Development	5%	Graphic Aid Assignment	1	10	9	8	7	6	5.9
Reading Analysis	5%	Reading Analysis	2	10	9	8	7	6	5.9
Memo	5%	Writing a memo	3	20	19	16	14	13	11.8
Technical Definitions	15%	Writing a technical definition	3	25	23.8	20	17.5	16.3	14.8
		Presentation of technical definition	3	25	23.8	20	17.5	16.3	14.8
Poster Project	20%	Poster	4	40	36	32	28	26	23.6
		Presentation of poster project	5	25	23.8	20	17.5	16.3	14.8
Final Project	25%	Project proposal with budget and timeline	4	50	45	40	35	30	29.5
		Short report	5	50	45	40	35	30	29.5
Participation	5%	Small daily homework and attendance	1 - 5	2 points per day					
Grammar	5%	Grammar Quizzes	1 – 4	10 points per quiz	9	8	7	6	5.9

Grades: This is a PASS/FAIL class. In order to get a grade of PASS, you must get an <u>average of 70%</u> in the course.

Internal Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% or below

Student Learning Outcomes	Job Packet: Resume	Job Packet: Letter of application	Graphic Aid Development: Graphic Aid Assignment	Reading Analysis: Reading Analysis Assignment	Memo: Writing a memo	Technical Definitions: Writing a technical definition	Technical Definitions: Presentation of technical definition	Poster Project: Poster	Poster Project: Presentation of poster project	Final Project: Project proposal with timeline and budget	Final Project: Short report	Grammar: Grammar quizzes
Learn technical communication as it applies to writing and reading												
Demonstrate an understanding of the conventions and norms of different technical writing genres	X	X		X	X			X		X	X	X
Can summarize, synthesize, and paraphrase authentic articles and sources in written form				X	X	X		X			X	
Can use appropriate citation format for technical writing			X	X	X	X		X		X	X	
Can write a short report incorporating appropriate reliable sources								X			X	

Student Learning Outcomes	Job Packet: Resume	Job Packet: Letter of application	Graphic Aid Development: Graphic Aid Assignment	Reading Analysis: Reading Analysis Assignment	Memo: Writing a memo	Technical Definitions: Writing a technical definition	Technical Definitions: Presentation of technical definition	Poster Project: Poster	Poster Project: Presentation of poster project	Final Project: Project proposal with timeline and budget	Final Project: Short report	Grammar: Grammar quizzes
Can edit writing for mechanical and structural errors	X	X		X	X	X		X		X	X	
Can create technical and professional documents	X	X	X	X	X			X		X	X	
Use relevant technical vocabulary in writing	X	X	X	X	X	X		X		X	X	X
Demonstrate knowledge of grammatical forms used in technical writing	X	X	X	X	X	X		X		X	X	X
Learn to use technical communication for design												
Can create effective charts and graphs to model information			X					X		X	X	
Can create clear legends and descriptions for charts and graphs			X					X		X	X	
Demonstrate an ability to use grammar mechanics and stylize writing.	X	X	X	X		X		X		X	X	

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Learn to use technical communication for oral communication												
Can summarize, synthesize, and paraphrase authentic technical writing articles and sources in oral form							X	X	X			
Can respond to and discuss technical writing							X	X	X			
Can present and report on technical projects							X	X	X			
Can use level appropriate vocabulary on selected technical topics for in class discussion and presentations							X	X	X			
Demonstrates ability to converse about technical topics using accurate pronunciation							X	X	X			

Project Proposal Assignment Description

Overview: You will write a proposal seeking your instructor's approval for your final project. Your proposal should be between 600 and 1,000 words and include a timeline of what you hope to accomplish. It should be formatted as a memo. This proposal will allow you to understand the format of proposals so you can write them in the future, but it will also help to focus your ideas and plan for your final project. Time is limited at the end of this course so organization is very important at this point.

Assignment Specifics:

See sample proposals for assignment specifics.

Grading Rubric:

Required elements	+/-	Comments	Points

- Introduction (5 points)
  o Introduction clearly states what you would like to do in the final project
  o Introduction provides necessary background information
  o Introduction provides a "road map" to the rest of the proposal
			/2

- Problem (5 points)
  o The problem/need/goal of your proposal is clearly identified
  o The proposal persuades readers that the problem/need/goal is important and needs to be addressed
			/5

- Objectives (5 points)
  o Proposal explains the objective of the project as related to the problem
  o Objective does not state solution
			/5

- Solution (5 points)
  o Proposal describes a solution to the problem/need/goal that a general audience can understand
  o Solution section is persuasive that it is the best option
			/8

- Resources
  o Informs reader that you can obtain the necessary resources
  o Sources used a properly cited
			/5

- Timeline
  o States when your project will be complete
  o Lists deadlines that need to be met to complete project on time
  o Schedule is presented in chart form
			/5

- Visual Design (5 points)
  o Is neat and attractive
  o Information in presented in a way that makes it easy for readers to fins information easily
			/8

- Conclusion o Conclusion should summarize your main			/2

points well o Conclusion should close on a note that indicates you will do a good job			

- Grammar and Writing style (6 points)
  o Avoids over generalizations
  o Information is clear and understandable
  o A variety of sentence lengths are used
  o Proposal flows in a way that is engaging and easy to follow
  o Proposal uses correct spelling and grammar
			/8

Report Assignment Description

Overview: You will write a report based on your proposal. This will be very similar to a literature review. You aren't necessarily solving a problem; you are simply doing research on your topic. Organization is very important to this assignment.

Assignment Specifics: Your paper needs to be at least two pages long, double spaced. You should use 3 sources and cite them in text and create a bibliography. Paraphrase and summary are very important in this assignment.

Grading Rubric	+/-	Comments	Points Earned
Introduction (5) • Announces the topic of the report • Reminds readers why you are writing on this topic • Previews the rest of your report			
Facts (10) • Presents in clear and specific terms the things you found out • Includes material that is relevant to readers, excludes materials that isn't relevant • 3 sources are properly cited with in-text citations and a bibliography			
Discussion (10) →Presented alongside the facts • Presents the generalizations you draw from the facts that will be useful and important to your readers. • Discusses your opinions and interpretations of your research. • Avoids making false assumptions and overgneralizing			
Paraphrasing and summarizing (5 points) • Paper avoids using whole phrases from the original text • Paper demonstrates original language and uses synonyms when possible • Changes sentence structure and word order to paraphrase			
Design (5) • Looks neat and attractive • Helps readers find spathic information			
Grammar and Writing (5) • Uses correct grammar and spelling. • Information is clear and understandable • A variety of sentence lengths are used • Report flows in a way that is engaging and easy to follow			

Memo Writing Assignment Description

Overview: You will write a memo to demonstrate your ability to follow a style guide and address a specific audience. For this memo, the audience you will be addressing Dr. Masaki. You will be detailing a task you completed for his class. The challenge of this assignment is keeping your writing as simple and as clear as possible. Try to not tell a story. Instead, be as professional and straightforward as possible.

Assignment Specifics:

1. This assignment is worth 20 points.
2. Make sure you refer to the style guide and the examples we've looked at in class. The specific steps you need are detailed below.
3. Create an appropriate heading for your memo.
4. Create an introduction. Explain that you are going to explain a process or task you did in your class. The opening should feel a little redundant. It should be two to three sentences.
5. Create a header that says something similar to "Parts of task" but is specific to your task.
6. Explain in bullet points what you did for the task.
7. Create a header that says "Conclusion" or something similar.
8. In a few sentences, conclude your memo and look to the future of the project or the implications of the task.

Grading Rubric:

Required elements	+/-	Comments	Points

- Visual Design (5 points).
   o Heading is properly formatted.
   o Smaller headings for individual sections are accurately named and specific
   o Is neat and attractive
			/5

- Audience (5 points)
   o Memo clearly identifies the intended audience
   o Memo uses readable language for the intended audience
			/5

- Grammar and Writing style (5 points)
   o Writing doesn't tell a story, but is professional and straightforward
   o Uses strong verbs, not nouns
   o Uses correct spelling and grammar
   o Uses present tense in introduction
   o Uses past tense in main body
   o Uses a mix of tenses, including future tense, as necessary in the conclusion
			/5

- Style specifics (5 points) o Memo appears to follow the style guide in both written aspects and visual aspects			/5

S. Korean Tech Writing Project Miscellaneous Budget

Fiscal year ends, last order in on 6/4/13

Sheet protectors (750) --optional

    Standard sheet protectors (100), medium, clear, top load $13,99

        Item # 40713 Model # 10524 $111.92

    Economy Weight Sheet (200) 2,0 mil, semi-clear, top load $16,79

        Item # 41157 Model # 10522-CC   *$67.16*

Dividers (300)

    Write on Tab (5) white 36 sets $49.99

        Item # 70771 Model # 11506 $99.98

    Write on Tab (5) buff, 36 sets $49.99

        Item # 462960 Model # 11501 $99.98

    Write on Tab (5) white, one set $1.49

        Item # 162099 Model # 23075 $89.40

    Big Tab (5) multicolored or clear, buff, 1 set $1.29

        Item # 153841 (153858) Model # 13485 (13486/20601) $77.40

    Big Tab (5) multicolored or clear, white, 1 set $1.79

        Item # 462770 (462788) Model # 13489/11121 (13491/11122) $107.40

Posters

    2 feetx3 feet, black and white on regular paper 31 c

per square feet .31x 6 x 15 $ 27.00

Poster Tubes (3x36)

    White Mailing tube (end caps) Each $2.49 set of 12 $23.99

        Item # 468355 (558448) Model # 468355-CC (11634) $37.35 (31.49)

    Kraft Mailing tubes, buff, snap on cap case of 24 $49.99

Item # 429382 Model # P3036k $49.99

Kraft Mailing tubes, buff, pinch ends, case of 24 $49.49

Item # 414208 Model # 53036k $49.99